

Job Opening

Goodwill Industries of Southwestern Michigan provides employment, education, training, and support services to individuals and families so they can achieve self-sufficiency.

Our Values: Success – Collaboration – People – Positivity

Position:	HRIS Payroll Administrator	
Location:	Alcott Corporate Office - Kalamazoo, MI	
Wage:	Based on Experience + Benefits (Medical, Dental, Vision, Life Insurance, PTO, and 403(b))	
Classification:	Full-time Staff	8/4/2016
Number of Openings:	1	
Hours:	Monday – Friday 8:00 am to 4:30 pm	
Submit Applications To:	http://www.goodwillswmi.org/2016/08/04/hris-payroll-administrator/	

Job Duties include but not limited to:

- Maintain ADP system for HR and Payroll
- Enter and ensure that all organization and team member information is up to date and accurate
- Work with other HR team members regarding team member information, particularly team member discipline, wages, benefits
- Download and analyze regular and custom reports, e.g. benefits, hours worked
- Continually develop processes that increase efficiency and effectiveness
- Effectively communicate with all department and managers on a daily basis
- Knowledge of employment law regarding pay practices and best practices
- Demonstrated proficiency in ADP or comparable software system
- Demonstrated proficiency in Microsoft Office, especially Excel
- Ability to communicate with people on all levels
- Five years' experience working in payroll systems for large employers

Qualifications include but not limited to:

Experience working in non-profit, retail and/or manufacturing environment

Bachelor degree in Human Resources, Business or related field, or equivalent combination of education and experience

PHR or comparable certification preferred

Daily work in office environment using computer and phone; daily visits into plant area; regular travel to retail outlets.

Work hours are Monday through Friday, 8:00 AM to 4:30 PM, occasional opportunity to flex hours

Must pass a pre-employment drug screen and theft-related background check

Equal Opportunity Employer: Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, ancestry, arrest record, citizenship, color, familial status, gender, gender identification, height, marital status, national origin, non-job-related disability, race, religion, sex, sexual orientation, veterans' status or weight. This includes those affected by pregnancy, childbirth or related medical condition.